

**State of California
Governor's Office
Office of the Secretary for Education**

TO: School District Superintendents Serving Students in Grades 9-12
County Superintendents Serving Students in Grades 9-12
Charter Schools Serving Students in Grades 9-12

FROM: Kerry Mazzoni, Secretary for Education

DATE: September 24, 2001

RE: **ACTION REQUIRED -- End-of-Grant Certifications Due for
Education Technology Grant Program authorized by AB 2882 (Reyes)**

The Education Technology Grant Program for High Schools provided \$175 million to California high schools to purchase computers to reduce the student-to-computer ratio and provide access to AP courses online.

Your district, county office of education, or charter school received a grant as part of this program. I wanted to make sure you were aware of a few key deadlines:

Fall 2001 -- We request, though do not require, that computers be installed this fall. The goal of the program has always been to put computers in front of students as soon as possible.

30 Days After Computers Installed -- You must file the enclosed end of grant certification no later than 30 days after the computers are installed. For districts or county offices with multiple grant sites, that means 30 days after installation of computers at all sites. If you have already completed installation and were waiting for the forms, please submit the completed forms within 30 days of receiving this packet.

March 1, 2002 -- The final date to complete installation and file the end of grant certification is March 1, 2002. Please do not wait until March! File the certifications as soon as you finish the installation.

Spring 2002 -- Ten percent of schools that received awards will be audited in Spring 2002.

Several pages are enclosed. One "End of Grant Expenditure Report / Certificate of Completion" form must be filed for each district, along with the attached "Grant Awards by School." Columns "P1 Comp," "P2 Comp" and "P3 Comp" detail the number of computers the state awarded to you. You should have installed this number to meet your obligation under the program.

If any school on the list received a Priority One award to offer AP Online, you must also attach a copy of the plan you filed originally and a memo detailing your progress towards that plan.

If you have any questions, please look to the program's web site at www.ose.ca.gov/edtech for updates. You can also contact your California Technology Assistance Project Region. A list of regional directors is available on the web at <http://www.ctap.k12.ca.us/directors.html>. Chris Shultz of my staff can be reached at 916-323-0611 or edtech@ose.ca.gov.

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**Education Technology Grant Program for High Schools (AB 2882)
End of Grant Expenditure Report / Certificate of Completion**

District, County Office of Education, or Charter School Name: _____

Instructions: This form is due 30 days after final installation of equipment purchased under the program, and no later than March 1, 2002. One form should be filed from each school district, County Office of Education, or charter school that received a grant. If you have any questions, please look for updates on the program's web site at www.ose.ca.gov/edtech/ or call your CTAP Regional Director.

STEP 1. WHICH SCHOOLS RECEIVED GRANTS?

Review the "Grant Awards by School" form, which is attached. Make a check mark in the "Installed" column for each school when the installation is complete. When all installations are complete, move on to Step #2.

STEP #2. UPDATE THE CALIFORNIA SCHOOL TECHNOLOGY SURVEY

Update the record for each school that received a grant. This is one of the assurances you agreed to in accepting the award. See <http://www.cde.ca.gov/edtechsurvey/> for instructions.

STEP #3. SPECIAL ATTACHMENTS FOR AP ONLINE SCHOOLS

(Note: Ignore this section if you received only Priority Two [ratio-reduction] funds or Priority Three funds.) If any school received Priority One funds in order to purchase the hardware, infrastructure or wiring necessary to provide connectivity for on-line Advanced Placement classes, please attach a copy of the AP Online Plan filed with the original application, and a short memo detailing progress towards that plan. If there are deviations from the plan, please note how the funds were used to further the objective of the program.

STEP #4. VERIFY COMPLIANCE WITH THE ASSURANCES

As a condition of the receipt of funds under this program, the school district, county office of education, or charter schools receiving the funds previously assured that the grantee intended to comply with the following special and general assurances. Please confirm compliance with the assurances by checking the boxes:

- ☐ The grant funds were awarded to eligible schools as determined by the Secretary for Education.
- ☐ The charter school or school district has an education technology plan or a plan was developed with the assistance of CTAP.
- ☐ The charter school or school district purchased and installed at least the number of computers granted by the State under the program, reducing the students-to-multimedia ratio to 4.75-to-1.
- ☐ All equipment purchased through these funds was Internet-ready and met the technical specifications set by the Secretary for Education.
- ☐ The charter school or school district obtained a maintenance agreement for all equipment acquired through this program at the time of purchase/lease or otherwise identified funding for maintenance/support of the equipment for a period of not less than three (3) years.
- ☐ All hardware acquired under this program is used for instructional purposes.
- ☐ All hardware acquired under this program was placed in classrooms, libraries, or technology/media centers at the school site.

- ☐ The technology purchased or leased with funds from the Education Technology Grant Program is used to ensure that eligible schools provide four or more Advanced Placement courses, if a charter school or school district received Priority One funding in order to purchase the hardware, infrastructure or wiring necessary to provide connectivity for on-line Advanced Placement classes at a charter school or school district.
- ☐ The charter school or school district has adopted a policy regarding access by pupils to Internet and on-line sites, pursuant to Section 51870.5 of the Education Code.
- ☐ Programs and services are and will be in compliance with all applicable state laws and regulations prohibiting unlawful discrimination practices (GC § 11135, CCR T5 4960).
- ☐ Programs and services for disabled persons are and will be in compliance with the Individuals with Disabilities Education Act, § 613(a), and § 504 of the Rehabilitation Act of 1973.
- ☐ The local agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, state funds paid to that agency under this program.
- ☐ Any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public (CA Public Records Act, GC § 6250 et seq.).
- ☐ Auditable records of each participating school program will be maintained on file (EC § 62003, 62005, 62005.5).
- ☐ The district board of trustees has adopted written procedures to ensure prompt response to complaints within 60 days and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, and interested parties (CCR T5 4600).

I hereby certify that all applicable state and federal rules and regulations were observed; that the California School Technology Survey has been updated; and that all requirements and assurances of the program were met.

Name of School District, County Office of Education, or Charter School

Superintendent / Charter Director(Print Name)

Title

Signature Date*

Contact Phone Number

Contact E-mail

STEP #4. Return (1) this form, (2) the "Grant Awards by School" Form, and (3) any AP plans and memos required by Step #2 to the CTAP Regional Office noted on the bottom left corner of the attached "Grant Awards by School" Form. If you have any questions, you can find CTAP on the Internet at <http://www.ctap.k12.ca.us/>

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**Education Technology Grant Program for High Schools (AB 2882)
Grant Awards By School**

Note: A copy of this entire packet, including a personalized form for each school district, was mailed in late September 2001. If you need a copy, please contact your CTAP Regional Director (see <http://www.ctap.k12.ca.us/>). You cannot complete the paperwork required without the personalized copy of this form.